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27 OCT 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM:
Director of Information Services

SUBJECT: OIS Weekly Report (20-26 October 1982)

Office of the Director of Information Services

A representative of the Audit Staff completed his survey of the Office on Friday, 22 October. He met with the D/OIS and his staff on Monday to discuss the preliminary report. Only minor adjustments in procedures pertaining to property accounting were recommended.

Classification Review Division

The Division reviewed 14 OSS documents (20,325 pages), 96 documents (786 pages) at NARS, two documents (31 pages) for the Department of State, 65 documents (214 pages) in the Foreign Relations of the United States series, and four documents (38 pages) for the Publications Review Board.

The U.S. Army has about 60,000 linear feet of field records which are being systematically reviewed at NARS (Suitland). The effort which is expected to require 5 years to complete is important because of the legal problems facing the Army relative to the Agent Orange program. It is anticipated that it will be another year before regional and MACV-level records involving the Agency will come under review.

DOD returned a manuscript, Lt. Col. Harrington's The Third Vietnamese War, to CRD for a second review. The book is an interesting one covering the same time frame and locale as Snapp's Decent Interval. It was originally reviewed by the PRB in December 1980. At that time CIA found several portions it wished changed or deleted--though State and DOD had approved the original draft. We approved the release of the revised version this week. Even though the book is critical of U.S. policy, the release should disprove Snapp's contention that CIA would never release such material.

Information and Privacy Division

IPD is planning to include the FBI presentation on "MOSAIC" in the FOIA/PA course which will be given next January. The show makes graphically clear how seemingly innocuous information can be pieced together to obtain more sensitive information.

A separate IPD weekly report is attached.

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The Chief, Records Management Division, [REDACTED] RMD, and Chief, Classification Review Division met with the DIA RMD at her request to discuss the procedures CIA uses in handling NARS appraisals and methods of accessioning sensitive operational records. The discussion seemed to indicate that the procedures used by DIA were adequate and required no major changes.

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Members of The Records Information System (TRIS) development team met with the Configuration Control Board for the first time. The Board, with joint OIS/ODP representation, is responsible for quality control throughout the TRIS development cycle. Regularly scheduled meetings will be held on the second Thursday of each month.

Representatives of RMD and OP attended a Forms Management Council meeting where problems were discussed concerning forms distribution among Government agencies. It was brought out that the Office of Personnel Management is only responsible for distribution to the department-level. Further distribution is the internal responsibility of each individual agency.

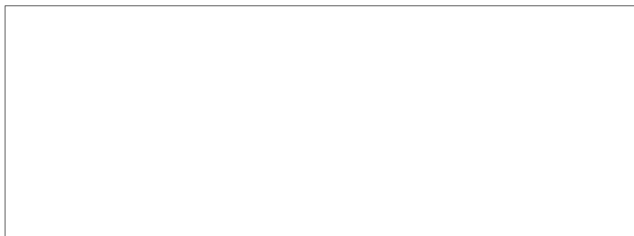
Approximately 300 cubic feet of material were destroyed in the hammermill during the reporting period.

Regulations Control Division

The Division carried out 69 major actions against a portion of the 121 regulatory issuances that are active.

The workload of the Division has increased during FY 82 over FY 81 primarily because of the increased updating of Agency policy in response to new Executive orders, new governing directives from other Government bodies, and changes in statutes, organization, and operational requirements.

Attachment:
As stated



EXO/OIS [REDACTED] (27 Oct 82)

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